PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	25/04/22	Prepared by	Ramya	Serial no.	3447
Supplier name	SSLCP			HO inward no.	
Firm/Company	SOV	Project	SOV	HO received date	
PO/WO date	20/04/22	PO/WO No.	87557	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23237	23/04/22	15,103/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			15,103/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	106393	Proof of delivery matches MRN	☑ Yes □ No
Amount B –Other Credits : Transportation charges			–
Amount C –Other Debits :			–
Amount D (D–A+B-C) – Amount to be credited to the supplier:			15,103/-
Amount E – PO / WO value:			15,103/-
Amount F – Difference (A – E):			–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received		
Close PO / WO	☑ Yes □ No – wait for balance material □ Other		
Payment – due date	02/05/22		
Remarks:	final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	[signature]				
Date	25/04/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

ORIGINAL INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Silver Oak Villas LLP	Invoice No.	23237
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	Invoice Date.	23-04-2022
	PO No.	87557
	PO Date.	20-04-2022
	Req ID	75734
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	19-04-2022
	Loc Req No	184098

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4057 - Consumables - Sponges - NA - nos	3921	100	9.00	900.00	18	162.00
2	4080 - Consumables - Bombay Brooms - Other - Nos	9603	100	10.00	1,000.00	0	0.00
3	4003 - Consumables - Bombay Broom - Big - nos	9603	20	88.20	1,764.00	0	0.00
4	3134 - Chemicals - Tile Grout - 1kg - pkts Silk-20 White-20	3214	40	50.40	2,016.00	18	362.88
5	7515 - Stationery - other - Chalkpiece - NA - boxes	2509	20	6.30	126.00	0	0.00
6	4009 - Consumables - Coconut Broom - other - nos	9603	25	15.75	393.75	0	0.00
7	2099 - Carpentry - hardware - Fischer - 5mm - pkts	3926	20	170.00	3,400.00	18	612.00
8	2100 - Carpentry - hardware - Fischer - 6mm - pkts	3926	20	185.00	3,700.00	18	666.00
9							
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15							

IGST	CGST	SGST			
			Total Taxable Amount	13,299.75	1,802.88
	901.44	901.44	Total Invoice Amount	15,102.63	

Rupees : Fifteen Thousand One Hundred Two and Paise Sixty Three Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 93613 Date: 23/4 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 20-04-2022 15:55:30

87557
20.04.22 3:07:37

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details

Summit Sales LLP	**Doc No**	87557	184098
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	20-04-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	20-04-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4057 - Consumables - Sponges - NA - nos	100.00	9.00	0.00	18.00	1,062.00
2	4080 - Consumables - Bombay Brooms - Other - Nos	100.00	10.00	0.00	0.00	1,000.00
3	4003 - Consumables - Bombay Broom - Big - nos	20.00	88.20	0.00	0.00	1,764.00
4	3134 - Chemicals - Tile Grout - 1kg - pkts *Silk-20 White-20*	40.00	50.40	0.00	18.00	2,378.88
5	7515 - Stationery - other - Chalkpiece - NA - boxes	20.00	6.30	0.00	0.00	126.00
6	4009 - Consumables - Coconut Broom - other - nos	25.00	15.75	0.00	0.00	393.75
7	2099 - Carpentry - hardware - Fischer - 5mm - pkts	20.00	170.00	0.00	18.00	4,012.00
8	2100 - Carpentry - hardware - Fischer - 6mm - pkts	20.00	185.00	0.00	18.00	4,366.00
			Total Order Value . . .			**15,102.63**

Rupees : Fifteen Thousand One Hundred Two and Paise Sixty Three Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Site use purpose.
Completion Date	NA

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

 20-04-2022 15:55:30 Original / Office Copy / Purchase Div.Copy

Measurment	NA
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	19-04-2022
Site & Phase :	Silver Oak Villas-III	Time:	04:00
Supplier		Req. No.	184098
Material required before date:	22-04-22	ID No.	75734

No	Description	Size	Quantity	Units	Inward Number	Date
1	Sponge		100	Nos		
2	Bombay Brooom small		100	Nos		
3	Grout Silk		20	Kg		
4	Grout white		20	Kg		
5	Bombay broom big 87557		25	Nos		
6	Chalk piece		20	Pkt		
7	Coconut Broom		25	Nos		
8	5mm Fischer		20	Pkt		
9	6mm Fischer		20	Pkt		

Remarks: - For Site use purpose

Prepared By	K.Tulasi Rani	Approved by	
Sign.& Date	19-04-2022	Sign. & Date	APPROVED 21 APR 2022 P. PRABHAKAR Sr. MANAGER PURCHASE

Note: On receipt of material at site write inward number and date in last 2 columns.

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M G Road, Secunderabad - 500003

Email purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		DC No	19870
Silver Oak Villas LLP		DC Date	23-04-2022
Silver Oak Villas Part III, Sy No 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd		PO No	87557
		PO Date	20-04-2022
		Req ID	75734
		Req Date	19-04-2022
GSTIN	36ADBFS3288A2Z7	Loc Req No	184098

#	Description of Goods	HSN/SAC	Qty
1	4057 - Consumables - Sponges - NA - nos	3921	100
2	4080 - Consumables - Bombay Brooms - Other - Nos	9603	100
3	4003 - Consumables - Bombay Broom - Big - nos	9603	20
4	3134 - Chemicals - Tile Grout - 1kg - pkts	3214	40
5	7515 - Stationery - other - Chalkpiece - NA - boxes	2509	20
6	4009 - Consumables - Coconut Broom - other - nos	9603	25
7	2099 - Carpentry - hardware - Fischer - 5mm - pkts	3926	20
8	2100 - Carpentry - hardware - Fischer - 6mm - pkts	3926	20
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106393 23/4/22
Received by: Sign:
SILVER OAK VILLAS PART-III

for Summit Sales LLP

Authorised Signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 79291
Date: 25/4
Sign:
R.R. DIST.